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# CITY OF MILPITAS

## YOUTH ADVISORY COMMISSION

### BYLAWS

The Youth Advisory Commission was established by the Milpitas City Council on May 21, 1996.

#### Section 1. Purpose

The Milpitas Youth Commission works in an advisory capacity to the City Council on matters pertaining to youth. The Commission assists City Council in the identification and addressing of these matters.

#### Section 2. Membership

The Youth Advisory Commission is composed of nine (9) members and four (4) alternates. At least two members shall represent the middle school grades. Any resident of Milpitas who will be in grades 7 through 12 during the next Commission term following his/her appointment will be eligible for membership.

#### Section 3. Term of Office and Removal

Appointments for the Youth Advisory Commission shall be made in ~~October~~ September of each year, with all members and alternates seats being a one (1) year term. A Youth Advisory term will start in ~~October~~ September and end in ~~September~~ August. Youth Advisory Commission members and alternates shall be expected to attend all regular business meetings of the Youth Advisory Commission.

~~When any member or alternate has three more unexcused absences in a 12-month period, the Commission shall forward this information to the City Council for review and possible removal of the member from the Commission.~~

Any member or alternate with three (3) or more unexcused absences in a 12-month period shall be reported to the City Council with a recommendation for removal from the Youth Advisory Commission.

#### Section 4. Vacancies

Vacancies will be filled for the unexpired portion of the term in the same manner as the original appointment.

#### Section 5. Officers

The Youth Advisory Commission shall elect from its membership a Chairperson and Vice-Chairperson for a one-year term. The Chairperson shall preside at all meetings of the Youth Advisory Commission and shall appoint standing or special committees as may be necessary to carry the Youth Commission's business, and shall supervise the efficient and responsible operation of the Youth Advisory Commission. The Vice-Chairperson shall preside at Youth Advisory Commission meetings in

the absence of the Chairperson, and shall assume specific leadership responsibilities as determined by the Chairperson. The Secretary shall be responsible for all communications for the Youth Advisory Commission meetings, and shall solicit and keep records of the minutes of the Commission. The Treasurer shall be responsible for the record keeping of revenues and expenditures for the Youth Advisory Commission projects and activities and shall report to the Youth Advisory Commission quarterly on the accounts.

Section 6. Meetings

The Youth Advisory Commission shall hold regular monthly meetings on the second Thursday at 7:00 p.m., with the exception of June when no meeting will be held. The Chairperson may call special meetings provided that at least three days notice is given to all Youth Advisory Commission members. The Youth Advisory Commission shall publish an annual calendar indicating the regularly scheduled meetings for the entire year. This meeting schedule shall be made public no later than the third meeting of the newly appointed Youth Advisory Commission. The first meeting of each newly appointed Youth Advisory Commission shall be an orientation. The second meeting shall be an extended meeting in which issues and concerns are identified, and the plan of action for the year is developed. Meetings shall be limited to two and one-half (2-1/2) hours in length. Meetings may be extended past the time limit by a two-thirds majority vote. Except as otherwise provided by these bylaws, the Commission will follow the latest edition of Robert's Rules or Order for the orderly conduct of meetings.

Section 7. Quorum

Any five (5) members of the Commission shall constitute a quorum for the transaction of business.

Section 8. Voting and Seating of Alternates

Voting authority is extended to nine (9) members. An alternate member shall vote only if seated in the absence of a regular member. In the event that a regular member is absent, alternate members shall be seated in order of their alternate position. If a member arrives after an alternate has been seated, the alternate shall remain as the voting member until the end of the meeting.

Section 9. Designation of Committees

Sub-Committees shall be formed as the Youth Advisory Commission deems needed, in relation to the work of the Youth Advisory Commission. Youth Advisory Commission members shall be expected to participate in at least one sub-committee at any given time.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Youth Advisory Commission with such information and staff assistance as the Youth Advisory Commission may from time to time request, subject to the limitations imposed by the City Council. The staff member designated by the City Manager shall attend meetings of the Youth Advisory Commission and submit such reports as said Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 11. Amendments

These bylaws and operating procedures may be amended by a simple majority of those voting at any legal Youth Advisory Commission meeting, subject to approval by the City Council.

APPROVED BY YOUTH ADVISORY COMMISSION ON AUGUST 14, 2003.

APPROVED BY CITY COUNCIL ON \_\_\_\_\_.